Council on Postsecondary Education

Endowment Match Program Match Request and Reporting Procedures

I. Match Request Procedures

Each request for Endowment Match Program funds must include a match request form, a notice of board approval, and supporting documentation. Separate forms are required for each endowment.

A. Match Request Form

A separate Match Request Form is to be submitted for each endowment match request (Attachment A). This form is available on the Council's Web site at http://www.cpe.state.ky.us/institutional/institutional_trustfunds.asp.

B. Board Approval

The boards of trustees or boards of regents are to review and approve gifts and pledges that will be submitted for state matching funds. A separate Notice of Board Approval must be submitted for each endowment match request. A sample approval form is provided in Attachment B and is available on the Council's Web site at http://www.cpe.state.ky.us/institutional/institutional trustfunds.asp.

C. Supporting Documentation

Institutions must provide supporting documentation of gifts and pledges received. For example, photocopies of checks received and signed endowment agreements.

II. Reporting Procedures

Each university is to submit a report annually on endowments created or expanded through the Endowment Match Program. The reports include annual and cumulative data. The annual data will be based on the most recent July 1 - June 30 fiscal year. Cumulative data is to include all activity since the inception of the program. The reports are to include two parts: (a) a summary of all endowments; and (b) detailed information on each endowment. The reports are to be submitted to the Council by October 15. University governing boards must review and approve the reports before they are submitted to the Council.

A. Part I - Summary Report

The summary report should include, but is not limited to, the following information. A sample report is provided in Attachment C.

- 1. Table showing match program positions, programs, and projects established during the fiscal year and since the program's inception. (See Table 1 on page 10.)
 - The number of chairs established and occupied.
 - The number of professorships established and occupied.
 - The number of fellowship programs established and the number making awards.
 - The number of scholarship programs established and the number making awards.
 - The number of mission support projects established and the number recording expenditures.
- 2. Demographic breakdown of match program faculty and staff as of fiscal year end. (See Tables 2 and 3 on page 11.)
 - Gender of faculty occupying endowed chairs.
 - Gender of faculty occupying endowed professorships.
 - Gender of full-time professional staff associated with the endowment activity.
 - Race of faculty occupying endowed chairs.
 - Race of faculty occupying endowed professorships.
 - Race of full-time professional staff associated with the endowment activity.
- 3. Demographic breakdown of match program scholarship and fellowship recipients who received awards during the fiscal year. (See Table 4 on page 12.)
 - Gender of undergraduate scholarship recipients funded through the program.
 - Gender of graduate fellowship recipients funded through the program.
 - Race of undergraduate scholarship recipients funded through the program.
 - Race of graduate fellowship recipients funded through the program.
- 4. <u>For the research universities only</u>, a table showing dollar amounts and percentages of match program funds dedicated to Research Challenge programs and new economy disciplines. (See Table 5 on page 13.)
 - Amount of 2002-04 appropriation funds received as of fiscal year end by Research Challenge program and new economy discipline (does not include unmatched 2002-04 funds or pending payments).
 - Cash gifts and pledges used to match 2002-04 appropriation funds received as of fiscal year end by Research Challenge program and new economy discipline (does not include unmatched contributions or pending requests).
 - Total program funds by Research Challenge program and new economy discipline.
 - Proportion of total program funds dedicated to Research Challenge programs and new economy disciplines.
- 5. <u>For the comprehensive universities only</u>, a table showing dollar amounts and percentages of match program funds dedicated to Programs of Distinction and new economy disciplines. (Sample table not provided.)
 - Amount of 2002-04 appropriation funds received as of fiscal year end by Program of Distinction and new economy discipline (does not include unmatched 2002-04 funds or pending payments).

- Cash gifts and pledges used to match 2002-04 appropriation funds received as of fiscal year end by Program of Distinction and new economy discipline (does not include unmatched contributions or pending requests).
- Total program funds by Program of Distinction and new economy discipline.
- Proportion of total program funds dedicated to Programs of Distinction and new economy disciplines.
- 6. Table showing the dollar amount of state funds received during the fiscal year and a breakdown of cash gifts and pledges used to match those state funds. Please list all endowments that were established or expanded using state funds received during the fiscal year. (See Table 6 on page 15.)
 - Title of the endowment.
 - Date established or expanded.
 - Amount of state funds received during the fiscal year, regardless of when those funds were appropriated (does not include unmatched appropriations or pending payments).
 - Cash gifts and pledges used to match state funds received during the fiscal year, regardless of when those gifts and pledges were received (does not include unmatched contributions or pending requests).
 - Total state and private funds received.
- 7. Table showing the change in endowment market value from the beginning of the fiscal year to the end. Please list all endowments that have been established or expanded using match program funds since the program's inception. (See Table 7 on page 16.)
 - Title of endowment.
 - Date established.
 - State funds received prior to the beginning of the fiscal year.
 - Gifts received prior to the beginning of the fiscal year.
 - Market value of the endowment at the beginning of the fiscal year.
 - State funds received during the fiscal year.
 - Gifts received during the fiscal year.
 - Investment earnings (or loss) during the fiscal year.
 - Earnings expended during the fiscal year.
 - Market value of the endowment at fiscal year end.
 - Outstanding pledges as of fiscal year end.
- 8. Copy of all agreements and policies relating to the establishment, investment, and distribution of endowment proceeds.

B. Part II – Detailed Endowment Reports

For each endowment created since the inception of the program, submit a detailed report as outlined below. Supplemental information may be attached.

1. **Description**

- Title of the endowment.
- Date established.
- Purpose of the endowment.
- College or department where the activity is housed.
- Status (filled or vacant, making awards, incurring expenditures).
- Date occupied (or expected to be occupied).
- Occupant information:
 - Name.
 - Degree held.
 - Papers authored or co-authored.
 - Primary research focus.
 - Key contributions to field of study.
 - Professional organization affiliations and awards.
 - Include a brief summary vita as an attachment.

2. Program Information

- A description of entrepreneurial partnerships established with businesses or other organizations.
- A description of existing and anticipated collaborative efforts.
- A description of appointments to editorial boards or prestigious scholarly organizations.
- A description of the creation or profitable use of intellectual property resulting from the endowment. List the amount of revenues generated from each property during the fiscal year.
- A description of measurable student outcomes attributable to the endowment.
 Student outcomes may include retention, graduation, advanced study, and employment.
- A description of the benefits to Kentucky in terms of jobs, revenue growth, creation of wealth, and improved standard of living.

3. Financial Information

A description of the current year's expenditures. The narrative should be written
so that a lay reader can understand how the investment proceeds are being used.
For example, the narrative might indicate that one endowed chair and two
graduate assistants were employed. Each person was furnished a computer, travel
funds to attend two conferences, and lab equipment to conduct a particular type of
analysis.

The total amount of budgeted and expended funds for the fiscal year by functional and natural object categories as follows:

Functional Categories

Instruction
Research
Public Service
Libraries
Academic support
Student Services
Institutional support
Operation and maintenance of plant
Student financial aid

Natural Object Catergories

Personnel
Operating
Grants and Scholarships
Capital Outlay

- The date and amount of gift and pledge payments received from each donor.
- If funds were pledged, a payment schedule for each donor including all payments to date, as well as anticipated future payments. For example:

		Payments	Received	Anticipated	Payments
Donor	Total Gift and Pledge	Date	Amount	Date	Amount
Donor 1	\$ 50,000	1/1/2002 1/1/2003 1/1/2004	\$10,000 10,000 10,000	1/1/2005 1/1/2006	\$10,000 10,000 -
Total			\$30,000		\$20,000
Donor 2	\$ 25,000	12/1/2002 12/1/2003	\$12,500 12,500		\$ - -
Total			\$25,000		\$ -

- The institutional unit responsible for the oversight of endowment funds.
- A description of sponsored program funding received during the fiscal year directly or indirectly attributed to the endowment. List each granting agency, the amount of funds received, and indicate whether the funds are directly or indirectly attributed to the endowment.

Council on Postsecondary Education Endowment Match Program Match Request Form

Please complete a separate form for each endowment for which matching funds are requested. Attach supporting documentation, including Notice of Board Approval, photocopies of checks, and donor gift and pledge agreements. Request Date Institution Title of Endowment 1. Is this a new endowment or an expansion of an existing endowment? □ New □ Existing ____/___ (Date established) 2. What activity will this endowment support? (*Please check all that apply*) Quantity **Activity** \Box Chair(s) \square Professorship(s) ☐ Graduate fellowship ☐ Undergraduate scholarship ☐ Mission support project(s) 3. For what college, school, center, or department will the investment earnings be expended?

Organizational Unit

4.	What academic program or programs will be supported by the endowment? (Please provide Classification of Instructional Program code and description. The list of active program CIP codes is available on the Council's Web site at http://www.cpe.state.ky.us/institutional/institutional_trustfunds.asp.)								
	Program Code	Program Description							
5.	Which of the following a endowment? (Please che	reas of emphasis in the new economy will be supported by this <i>ck only one</i>)							
		l advanced manufacturing gies and communications							
6.	Which of the following of (Please check all that app	outcomes are expected from the endowment?							
	 □ Create a critical mass □ Promote interdisciplin □ Establish partnership □ Other 	es that increase the number of good jobs in Kentucky. Sof scholars who can influence the national research agenda. The narry, problem solving, or applied research activities. The solving is in the technologies, engineering, and applied sciences.							
	(P_{\cdot})	lease specify)							

7. In the space below, please provide the following information on each donor: the date the gift or pledge was received; the total amount of the gift and pledge; amount of cash received; pledge amount; pledge payment schedule; and, the final pledge payment due date. Use additional pages if necessary.

Donor Name ¹	Date Gift and Pledge Received	Gift and Pledge Amount	Amount of Cash Received	Pledge Amount	Pledge Payment Schedule ²	Final Pledge Payment ³ Date

¹ Substitute the word "anonymous" if the donor requests confidentiality.

² Indicate whether pledge payments are expected monthly, quarterly, semi-annually, annually, or lump sum.

³ Indicate month and year when pledge will be paid in full.

Endowment Match Program Notice of Board Approval

[Institution Name]
[Board of Trustees/Regents]

Pursuant to guidelines approved by the Council on Postsecondary Education, the [Institution Name] [Board of Trustees/Regents] acknowledges that it has primary responsibility for the implementation of the Endowment Match Program. Specifically, the [Board of Trustees/Regents] is responsible for providing oversight of all endowment funds.

As designated by the signature below, the board hereby notified and pledges to be endowed for the [Endowment Title] in the assumption of the university's intention to funds. Furthermore, the board acknowledges responsibility for established with these funds in accordance with Council guide	amount of submit a request for matching state oversight of the endowment
Signature	Date

[Name of Board Chair]
[Title of Board Chair]
[Institution Name]

ABC University Endowment Match Program 2003-04 Summary Report

This report covers the activities and expenditures supported at ABC University under the Endowment Match Program. During fiscal year 2003-04, ABC University submitted eleven requests totaling \$2,750,000 in matching funds to the Council on Postsecondary Education. The Council staff processed ten of those requests and disbursed \$2,662,500 to ABC (Table 6). These funds were used to establish five new endowments and expand five existing endowments. With the addition of these endowments, the match program has helped create or expand a cumulative total of 16 endowments valued at \$7,386,750 as of June 30, 2004 (Table 7).

Private donations and state matching funds supported the addition of seven endowed activities at ABC University in 2003-04 (Table 1), including five faculty positions, one graduate fellowship fund, and one mission support project. As of June 30, three of those activities were operational. Two faculty positions had been filled with the expectation of filling two more positions this fall and another in the spring. In addition, one endowed project for research and mission support was undertaken during the year and is already reporting expenditures. Since the program's inception in 1998, 10 faculty positions have been established and seven have been filled; three fellowship or scholarship funds have been created with two making awards; and three mission support activities have been created with three reporting expenditures.

Endowment Activity

As shown in Table 1, match program funds were used to create two endowed chairs, three endowed professorships, one graduate fellowship fund, and one mission support project in

Table 1: Match Program Positions, Programs, and Projects Established During Fiscal 2003-04 and Since Program Inception

	2003-2	2004	1998-2004			
Activity	Number Established	Number* Active	Number Established	Number* Active		
Chairs	2	1	4	3		
Professorships	3	1	6	4		
Fellowships	1	0	2	1		
Scholarships	0	0	1	1		
Mission Support	1	1	3	3		
Totals	7	3	16	12		

^{*} Includes number of faculty positions occupied, number of student aid programs making awards, and number of mission support projects recording expenditures.

2003-04. Of these activities, a total of three were active. As of June 30, 2004, one endowed chair position and one endowed professorship position were occupied, and one mission support project reported expenditures. Overall, since 1998, a total of four chairs, six professorships, two graduate fellowship funds, one undergraduate scholarship fund, and three mission support projects have been endowed through the program. As of fiscal year end, three chair positions and four professorship positions were occupied, one graduate fellowship fund and one undergraduate scholarship fund were making awards, and three mission support projects were reporting expenditures.

Demographic Information

The majority of match program faculty and staff are male. As of June 30, 2004, a total of 19 university faculty and staff were receiving salary supplements through the program (see Table 2). The occupants of eleven of those positions (or 57.9 percent) were male, and eight (or 42.1 percent) were female.

Table 2: Gender of Match Program Faculty and Staff As of June 30, 2004

	Male	Female	Total
Chairs	2	1	3
Professors	2	2	4
Staff	7	5	12
Total	11	8	19

Most of the chairs, professors, and professional staff supported through the program are White, non-Hispanics. As can be seen in Table 3, out of 19 match program faculty and staff employed by the university as of June 30, 12 (or 63.2 percent) were white, one (or 5.3 percent) was black, five (or 26.3 percent) were Asian, and one (or 5.3 percent) was Hispanic.

Table 3: Race of Match Program Faculty and Staff As of June 30, 2004

	White	Black	Am. Indian	Asian	Hispanic	Total
CI. :						
Chairs	2	Ü	U	1	0	3
Professorships	2	1	0	1	0	4
Staff	8	0	0	3	1	12
Total	12	1	0	5	1	19

Overall, the number of minority faculty and staff employed through the match program increased during fiscal 2004. By the end of the year, more than a third (36.8 percent) of all faculty and staff supported with program funds were minorities. This represents a 12.5 percent increase in the number of minority faculty and staff employed between fiscal year end 2003 and 2004.

The number of minority students receiving financial aid awards through the program also increased. During fiscal 2003-04, a total of eight undergraduate students received scholarship awards and five graduate students received fellowship awards that were funded with endowment proceeds (see Table 4). Four of the scholarship recipients (or 50.0 percent) were minority students, an increase of 33.3 percent over the previous year, and four of the fellowship recipients (or 80.0 percent) were minority students, an increase of 100.0 percent.

Table 4: Gender and Race of Match Program Financial Aid Recipiants For Awards Made During Fiscal 2003-4

	White	Black	Am. Indian	Asian	Hispanic	Total
Scholarship Recipiants						
Male	3	1	0	1	0	5
Female	1	0	0	2	0	3
Sub-total	4	1	0	3	0	8
Fellowship Recipients						
Male	1	0	0	2	0	3
Female	0	1	0	0	1	2
Sub-total	1	1	0	2	1	5
Total	5	2	0	5	1	13

In terms of gender, the majority of financial aid recipients were male. Five of the eight scholarship recipients (62.5 percent) were male and three were female (37.5 percent). Three of the five fellowship recipients (60.0 percent) were male and two were female (40.0 percent). The number of female scholarship recipients remained the same between fiscal years 2003 and 2004, while the number of female fellowship recipients increased by 100.0 percent.

Sources of Funds

During fiscal year 2003-04, ABC University received \$2,662,500 in state funds through the Endowment Match Program (Table 6). The state funds were matched with \$2,662,500 in cash gifts and pledges from private sources, bringing the total amount of funds that will be added to university endowments to \$5,325,000 (once the pledges are paid in full). These funds were used to establish five new endowments and expand five existing endowments during the year. About

half of the funds received from private sources were cash gifts (\$1,425,000 or 53.5 percent) and the remainder was pledges (\$1,237,500 or 46.5 percent).

Areas of Concentration

The 2002-04 Endowment Match Program Guidelines stipulate that at least 70 percent of program funds at the research institutions must be used to support Research Challenge programs or new economy disciplines. Through June 30, 2004, ABC University received \$2,662,500 of its total \$4,350,000 2002-04 match program appropriation. That amount was matched with \$2,662,500 in cash gifts and pledges, bringing the total amount of 2002-04 program funds to \$5,325,000. Of that amount, \$2,790,000 or 52.4 percent will be used to support Research Challenge programs or new economy priority areas. Those priority areas include: Human Health and Development (16.0 percent), Biosciences (0.0 percent), Materials Science and Advanced Manufacturing (5.6 percent), Information Technologies and Communications (11.3 percent), and Environmental and Energy Technologies (10.3 percent).

Table 5: Match Program Funds Dedicated to Council Priority Areas For All Matched 2002-04 Appropriation Funds

		State* Funds	 Private** Funds		Total	Percent of Total
RCTF Programs				. <u></u>		
Gerontology	\$	-	\$ -	\$	-	0.0%
Materials Synthesis		245,000	 245,000		490,000	9.2%
Sub-Total		245,000	245,000		490,000	9.2%
New Economy Areas						
Human Health		425,000	425,000		850,000	16.0%
Biosciences		-	-		-	0.0%
Materials Science		150,000	150,000		300,000	5.6%
Information Tech.		300,000	300,000		600,000	11.3%
Environmental Tech.		275,000	275,000		550,000	10.3%
Sub-Total	1	,150,000	1,150,000		2,300,000	43.2%
Other Disciplines	1	,267,500	1,267,500		2,535,000	47.6%
Total	\$ 2	2,662,500	\$ 2,662,500	\$	5,325,000	100.0%

^{*} Includes all 2002-04 match program appropriation funds received by the university prior to fiscal year end. Does not include unmatched 2002-04 funds or pending payments.

The unmatched balance of ABC University's 2002-04 match program appropriation equals \$1,687,500. Campus officials anticipate that at least 70 percent of total program funds will be

^{**} Includes only cash gifts and pledges that were used to match 2002-04 appropriation funds received prior to fiscal year end. Does not include unmatched contributions or pending requests.

used to support Research Challenge programs or new economy areas by the time the 2002-04 appropriation is fully matched.

Earnings and Expenditures

As of June 30, 2004, the total market value of the 16 endowment accounts established through the Endowment Match Program was \$7,386,750 (Table 7). Of that amount, \$4,217,500 (or 57.1 percent) was state funds and \$2,830,000 (or 38.3 percent) was gift funds. Foundation records show an outstanding balance of \$1,387,500 in unpaid pledges on these accounts. Over \$680,000 was expended for program activities during the fiscal year ended June 30, 2004.

Table 6: Endowments Established or Expanded with State Funds During Fiscal Year 2003-04

	Date		I			
Endowment Name	Established/ Expanded	State* Funds	Gifts	Pledges	Total	Grand Total
Endowments Established:						
Bullock Endowment for Business Mgt.	7/6/2003	\$200,000	\$50,000	\$150,000	\$200,000	\$400,000
Ruby Endowment for the Humanities	9/12/2003	500,000	100,000	400,000	500,000	1,000,000
Still Endowment for Human Physiology	2/3/2004	450,000	450,000	-	450,000	900,000
Cooper Endowment for Ed. Leadership	4/5/2004	75,000	-	75,000	75,000	150,000
Singletary Endowment for Biological Sci.	5/12/2004	300,000	150,000	150,000	300,000	600,000
Sub-Total		\$1,525,000	\$750,000	\$775,000	\$1,525,000	\$3,050,000
Endowments Expanded:						
Williams Endowment for Engineering	7/9/2003	\$275,000	\$275,000		\$275,000	\$550,000
Medaris Endowment for Oncology Res.	8/5/2003	125,000	-	\$125,000	125,000	250,000
Sinclair Endowment for Architecture	9/7/2003	150,000	100,000	50,000	150,000	300,000
Barton Endowment for Legal Studies	1/12/2004	87,500	_	87,500	87,500	175,000
Sowell Endowment for Library Science	3/21/2004	500,000	300,000	200,000	500,000	1,000,000
Sub-Total		\$1,137,500	\$675,000	\$462,500	\$1,137,500	\$2,275,000
Grand Total		\$2,662,500	\$1,425,000	\$1,237,500	\$2,662,500	\$5,325,000

^{*} Includes state funds received during the fiscal year, regardless of when those funds were appropriated. Does not include any unmatched appropriations or pending payments.

^{**} Includes cash gifts and pledges that were used to match state funds received during the fiscal year, regardless of when those gifts and pledges were received. Does not include unmatched contributions or pending requests.

Table 7: Components of Change in Endowment Market Value From Beginning to End of Fiscal Year 2003-04

		Prior to	7/1/03			During Fiscal	Year 2003-04			
Endowment Name	Date Est.	State Funds Received	Gifts Received	Market Value 7/1/2003	State Funds Received	Gifts Received	Investment Earnings (Loss)	Earnings Expended 2003-04	Market Value 6/30/2004	Outstanding Pledges as of 6/30/04
New Endowments:										
Bullock Endowment for Business Mgt.	7/6/2003	-	_	-	\$200,000	\$50,000	\$12,500	(\$12,500)	\$ 250,000	\$150,000
Ruby Endowment for the Humanities	9/12/2003	-	-	-	500,000	100,000	30,000	(30,000)	600,000	400,000
Still Endowment for Human Physiology	2/3/2004	-	-	-	450,000	450,000	22,500	(22,500)	900,000	-
Cooper Endowment for Ed. Leadership	4/5/2004	-	-	-	75,000	-	1,875	(1,875)	75,000	75,000
Singletary Endowment for Bio. Science	5/12/2004	_			300,000	150,000		_	450,000	150,000
Sub-Total		-	-	-	\$1,525,000	\$750,000	\$66,875	(\$66,875)	\$2,275,000	\$775,000
Existing Endowments:										
Williams Endowment for Engineering	8/12/1998	\$250,000	\$250,000	\$575,000	\$275,000	\$275,000	\$135,000	(\$135,000)	\$ 1,125,000	-
Medaris Endowment for Oncology Res.	9/1/1998	225,000	225,000	517,500	125,000	_	77,100	(77,100)	642,500	125,000
Sinclair Endowment for Architecture	11/15/1998	300,000	300,000	690,000	150,000	100,000	112,800	(112,800)	940,000	50,000
Barton Endowment for Legal Studies	5/12/1999	100,000	100,000	220,000	87,500	_	36,900	(36,900)	307,500	87,500
Sowell Endowment for Library Science	8/15/1999	100,000	100,000	220,000	500,000	300,000	122,400	(122,400)	1,020,000	200,000
Thompson Business Scholarship Fund	8/15/1999	125,000	125,000	275,000	-	-	33,000	(33,000)	275,000	-
Middlebrook Chemistry Endowment	10/1/1999	75,000	-	82,500	-	-	9,900	(9,900)	82,500	75,000
Simpson Molecular Biology Edowment	2/5/2000	175,000	125,000	315,000	-	-	37,800	(37,800)	315,000	50,000
Huffman Endowment for the Arts	4/15/2000	45,000	45,000	94,500	-	-	11,340	(11,340)	94,500	-
Mason Endowment for Computer Sci.	4/25/2000	25,000	-	26,250	-	-	3,150	(3,150)	26,250	25,000
Campbell Graduate Fellowship Fund	5/18/2000	135,000	135,000	283,500			34,020	(34,020)	283,500	
Sub-Total		\$1,555,000	\$1,405,000	\$3,299,250	\$1,137,500	\$675,000	\$613,410	(\$613,410)	\$5,111,750	\$612,500
Grand Total		\$1,555,000	\$1,405,000	\$3,299,250	\$2,662,500	\$1,425,000	\$680,285	(\$680,285)	\$7,386,750	\$1,387,500